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Executive Registry

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16 OCT 1968

MEMORANDUM FOR: Chairman, Records Management Board

SUBJECT : CIA Records Management Program

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1. A meeting was held with the Executive Director on 7 October with Messrs. Gordon Stewart, [REDACTED] and the DD/S present. The meeting was called at the request of the Inspector General

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to consider comments by [REDACTED] and a recent visit by [REDACTED] of the IG Staff to the [REDACTED]

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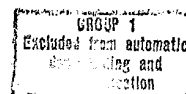
2. In summary, the discussion focused on the following problems:
(a) The need to define historical records so that such records will not be destroyed in the purging program. (b) Clearly defining or providing a means to so define what constitutes a record that must be retained by legal requirements. (c) Assignment of responsibility to a given office for records retention in those cases where there is uncertainty as to the component having this responsibility. (d) Establishing some authority for [REDACTED] to question records marked for destruction that appear to have a historical value or fall under a legal retention requirement.

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3. From reported observations and comments the various components of the Agency might well be inadvertently destroying records of historical value and records that should be retained under legal requirements. Additionally there appears to be considerable confusion in certain categories of records as to which office has responsibility as the office of record for preservation of records. There are a number of other questions which point up considerable confusion resulting from our decentralized records program but which are now being accentuated because of the purging program.

4. The Executive Director advised that the CIA Records Management Board has adequate authority to deal with all of these problems. In effect the Records Management Board must centralize the policy and procedural guidance for the Agency's records program and in a number of instances must make decisions as to component responsibilities and in the settlement of problems or disputes. The Board should serve as the central vehicle by which all these matters are resolved. It is important that immediate guidance on the preservation of the historical records be established and


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additionally guidance be furnished on records retention under legal requirements. The Board should call upon the Office of General Counsel and the Historical Staff for the necessary assistance and support. It is requested that the Board expedite its actions relative the above-cited problems.


R. L. Bannerman
Deputy Director
for Support

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